

## 15. Changing Features on “My MFP” Screen

- a. Press My MFP, select [Add/Edit].
- b. Select the soft key you want to change/replace.
- c. Select the new function you want to assign to the soft key. For this demo select [Paper Settings].
- d. Select [Enter], [Reset].

## 16. Select the Default Copy and Fax Cassettes

- a. Press Setting, select the Paper Settings tab, then [Select Print Cassette].
- b. Select the cassette you want to edit. For the demo select [Fax], [Bypass Tray].
- c. Select [On]/[Off] to enable and disable Bypass Tray, select [Enter], [Close].

## 17. Loading Paper in the Cassettes / Bypass Tray

- a. Pull out paper drawer, press cassette down until it latches. Place paper on top of cassette, close drawer.
- b. Unfold bypass tray, load paper as depicted.

## 18. Activate / Deactivate Scan Image Preview

- a. From the Scan default screen select [Preview] to turn the Preview feature on or off.

## Additional features/notes

# MFX-2590

## QUICK DEMO GUIDE

This Quick Demo Guide demonstrates popular functions of the MFX-2590. Press Reset to return to a default screen once you have finished programming a function or to simply start over. Select Start to initiate the job in all cases.

Visit and log in to the Muratec Web Center at [www.muratec.com/webcenter](http://www.muratec.com/webcenter) for additional information.



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## 1. Make a Copy (from ADF / from glass)

- a. Place document in the ADF, from the Copy default screen, press Start.
- b. Open the platen cover and set document on the glass. Close the Platen cover, from the Copy default screen press Start.

## 2. Make a Duplex Copy

- a. Place a 2-sheet document in the ADF.
- b. From the Copy default screen, select [DuplexCopy].
- c. Select the duplex copy option. We'll do a 1:2.
- d. Select [Enter], then press Start.

## 3. Card Copy Mode

- a. Open the platen cover and set the card or check-sized object on the glass.
- b. From the Copy default screen, select [Card Copy].
- c. Select [Card], select [Enter], press Start. The machine will scan the first side and then prompt you to scan the next document.
- d. Flip the card over and press Start. The machine will scan the second side of the card and print the document.
- e. Select [Complete] to close the job.

## 4. Scan to E-mail

*(Send a hardcopy document to an e-mail inbox)*

- a. Place document in the ADF.
- b. From the Scan default screen, select the Advanced tab, touch the down arrow to go to page 2 of 3.
- c. Select [Mail Address] to manually enter an email address, enter the destination e-mail address using the QWERTY keyboard.
- d. Select [Enter], press Start.

## 5. Customizing a Scan to E-Mail

*(Subject Line / Text Message)*

- a. From the Scan default screen, select the Advanced tab, touch the down arrow to go to page 2 of 3.
- b. Select [E-mail Subject], [Template], [01], [Enter].
- c. Select [Subject] and use the QWERTY keyboard to enter subject text, select [Enter].

- d. Select [Text] and use the QWERTY keyboard to enter a message, select [Enter], [Enter].
- e. Select [Enter], [Enter].

## 6. Scan to File (PC)

- a. From the Scan default screen, select the PC/USB tab, then [Folder].
- b. Select [Browse].
- c. Select the desired network.
- d. Select the desired workstation.
- e. If username and password are required for login, select [User Name], otherwise skip to step (h).
- f. Type in username, select [Enter].
- g. Select [Password], type in the password, select [Enter].
- h. Select the desired folder, select [Enter], press Start.

## 7. Change the File Name

*(Name of the Document Being Scanned)*

- a. From the Scan default screen, select the Advanced tab, touch the down arrow to go to page 2 of 3.
- b. Select [File Name], enter text using QWERTY keyboard, select [Enter].

## 8. Scan to a USB Flash Drive

- a. Place document in the ADF.
- b. Insert a USB drive into the slot on the front of the user interface panel, select [Scan to USB] from the pop-up menu.
- c. Press Start.

## 9. Sending a Fax

- a. Place document in the ADF.
- b. From the Fax default screen, enter the desired fax number on the keypad, press Start.

## 10. Broadcasting to Email and / or Fax Locations

- a. Place document in the ADF.
- b. From the Fax default screen, select [Broadcast], then select the Address Book tab.
- c. Select email addresses and/or fax numbers, press Start.

## 11. Adding a Coverpage to the Fax Transmission

- a. From the Fax default screen, select the Advanced tab, touch the down arrow to go to page 2 of 4.
- b. Select [Cover Page], select [On].

## 12. Customizing a Fax Coverpage

- a. From the Fax default screen, select the Advanced tab, touch the down arrow to go to page 2 of 4.
- b. Select [Cover Page], select [On], [Subject] and use the QWERTY keyboard to enter subject text, select [Enter].
- c. Select [Text] and use the QWERTY keyboard to enter a message, select [Enter], [Enter].

## 13. Registering an Address Book Location *(Each key can hold a fax number, e-mail address and group number)*

- a. From the Fax default screen, select [Add/Edit].
- b. Select [Add], enter fax number using the QWERTY keyboard or adjoining keypad, select [Enter].
- c. Type in the contact's name, select [Enter].
- d. Select [E-mail Address], type in contact's email address using the QWERTY keyboard, select [Enter].
- e. Select [Close].

## 14. Change / Edit a Default "Soft Key"

- a. Press Setting, select [Soft Key].
- b. Select the mode which contains the soft key you wish to change. For this demonstration select [Fax].
- c. Select the soft key you want to change/replace.
- d. Select the function you want to assign to the soft key. For this demo select [Tx Report].
- e. Select [Enter], [Reset].

*Continued*